

DEPARTMENT

Library
FUND 23

Program Description

The Slinger Community Library (SCL) is an agency of the municipal government of the Village of Slinger. The seven-member board of trustees, appointed by the village president under Chapter 43, sets policy for the library and operates under Chapter 43 of the Wisconsin State Statutes.

The library is part of the Mid-Wisconsin Federated Library System (MWFLS) located in Horicon, WI. The system is a federation of two counties, including Dodge and Washington and serves 17 public libraries. Six citizens from Washington County are appointed by the Washington County Board of Supervisors to serve on the MWFLS Board of Trustees.

Jefferson county and the village of Randolph have left the Mid Wisconsin Federated Library System as of January 2016. As we look to find another system to merge with for the coming year we plan on taking more money out of our reserves to cover the ever changing funding the library receives from the system. This will have a negative effect on the state assistance the libraries still within the system will get. It will increase our lending from outside the system through Interlibrary Loan which is time consuming and not always timely.

The SCL receives direct funding from the Village of Slinger and Washington County (for non-municipal residents). Countywide library service also operates under Chapter 43 and a contract with the Washington County Library Services Board. The SCL is reimbursed for no less than 70% of operating expense to township residents. In 2014, SCL was reimbursed for 100% of the operating expenses for services provided to township residents (\$171,423.82). In addition, the county also pays for 100% of the library's T-1 line (\$1200), 50% of the maintenance fees on the automation software. The county also makes a capital payment to each library (\$12,469.00). Capital payments require a 50% municipal match to be spent.

The library has a strong, vital and active Friends support group. Although not an official part of the library structure, the Friends of the Slinger Community Library, Inc. is a major source of additional funding and community support. Annually, the Friends contribute funds for the summer reading program, the purchase of additional materials, adult and youth programs. In 2014, the Friends contributed over \$10,000 to the library.

2015 Accomplishments

- The SCL Board of Trustees has implemented a pay for performance based system for library employees with initial review and 1st follow up done.
- SCL continued to provide programs to support its mission and enhance the quality of life of its citizens. By providing many programs for youth and adults that were very well attended while using our newly budgeted money effectively.
- SCL has effectively met the demands for books and other materials by making sure bestsellers; DVD's and audio materials were ordered and processed in a timely manner.
- SCL utilized technology such as the web page and Facebook to carry out library services and explore new ways to create, store, access and deliver information.
- SCL operated efficiently and maximize all dollars appropriated from the Village of Slinger, Washington County and the Mid-Wisconsin Federated Library System. We are always looking for the best deals from library materials down to watching sales and using coupons.
- SCL updated the physical facilities with newly enhanced seating area and children's shelving. We are also working with the village as they also look getting a consultant for a building needs assessment.

2016 Objectives

- Work on maintaining and updating the collection through inventory and weeding.
- Continuing to work with and strengthen our relationship with the Slinger School District.
- Work on continuing education and training for staff members to expand our knowledge base and provide the library with the newest ideas and programs available.
- Increase circulation by distributing funds to meet demand of the patrons and displaying items more effectively.
- Prepare patrons and staff for coming changes to the library system.

Staffing

Position	FTE (Full-Time Equivalent)
Library Director	1.0
Assistant Director/Children's Librarian	.80
Technical Services Aide	.80
Circulation Services Aide	.80
Library Assistant	.58
Circulation Clerk	.28
Circulation Clerk	.28
Circulation Clerk	.28
Library Assistant II Interlibrary Loan	.38
Children's Dept. Assistant (summer only)	.08

Salary and Wage Distributions

The Library Board has worked on gathering salary information in order to implement a pay for performance based system.

The **Library Director's salary** is \$45,000 and the entire amount is found in the line item "Library Dept Head Salary".

The **Assistant Director/Children's Librarian** salary is paid at \$17.29/hour is found in the "Library Part Time (with benefits)" wages line item.

The **Technical Services Aide** salary is paid at \$14.47/per hour and is found in the "Library Part Time (with benefits)" line item.

The **Circulation Services Aide** salary is paid at \$12.52/per hour and is found in the "Library Part Time (with benefits)" line item.

The **Library Assistant** salary is paid at \$10.83/per hour and is found in the "Library Part Time (with benefits)" line item.

The **Circulation Clerks** hourly wage for one of the positions is \$10.83/per hour and is found in the "Library Part Time" wages line item. The remaining clerks positions are paid \$9.29/per hour and \$8.75/per hour.

The **Library Assistant II – Interlibrary Loan** was a new position for 2015. The position works 15 hours per week at a rate of \$8.50 per hour.

The **Children's Department Assistant** was a new position for 2015. The position works 20 hours per week for eight weeks during the summer at a rate of \$8 per hour.

Account Detail

5001 – Payroll Contingency:

55110-132 – Retirement: The \$7,912 figure is decrease (6.63%) from last year's numbers for the positions eligible for Wisconsin Retirement Benefits (5 positions).

55110-133 – Library Benefits: The \$49,220 fee covers health and dental benefits for three library positions, disability insurance for employees working over 600 hours and life insurance for five employees. The library has four

positions eligible for health insurance benefits. Three of the four positions use this benefit (two positions take a family plan and one position takes a single plan). Of the three employees taking health insurance, one position is a full-time, exempt position and contributes 12% to the monthly premium. The other two positions are part-time, non-exempt and contribute 12% plus a prorated shared based on the hours worked. For 2015, the contribution rate for these positions is 32%. The Library Board has agreed that if the eligible position currently not taking insurance have a qualifying event, then the funds to cover this cost will be taken from the library's fund balance.

55110-140 – Library Board Per Diem: The library board gave up their per diem in 2006-2015. They plan to do so again in 2016.

55110-300 – Supplies & Expenses: The \$2500 figure shown here is used for material processing supplies (barcodes, book covers, audio-visual cases, etc. \$1,650), children's department supplies (summer program performer, construction paper, glue, etc \$850).

55110-310 – Central Site Services: This is the amount paid to an Interdepartmental Services fund for such centralized services as accounting and payroll, administrative support, office utilities and supplies. This figure is calculated using number of hours worked and total budget amount in ratio to the total general operating expense. A more detailed explanation of this fee is found under "Office Overhead – Fund 76". The \$21,345 figure shown here is flat to last year.

55110-320 – Library Programs:

This figure \$3,500 is to increase programs available to our service population.

55110-325 – Library Marketing: The figure \$3,000 in order to increase marketing of library services and programs beyond the library's website, Facebook Page and ads in *The Booster*.

55110-330- Training: The \$1,000.00 figure shown here is for the staff to attend seminars, training and/or the annual Wisconsin Library Association Conference. The library director is required each year to have at least 20 hours of continuing education to maintain the public librarian certification per Chapter 43.

55110-350 Repair and Maintenance: The \$3,000 figure shown here pays for any repairs on computers, office furniture, etc...anything not included in central services and computer support from an outside vendor not associated with Mid-Wisconsin Federated Library System(\$45 per hour).

55110-530 – Central Site Services - Building: This amount is also paid to an Interdepartmental Services fund for office space and is calculated on square footage. The \$36,115 is flat to last year.

55110-726 – Contracted Services Payments – The \$10,235.00 amount here represents the annual subscription fee for the library's automation system software. This line item also pays for the library's TEACH T-1 Line, which is, funded 100% by Washington County. A new fee in 2015 for the Library is \$2800 to Mid-Wisconsin Federated Library System for daily delivery service.

55110-800 – Library Capital Outlay/Books: The \$18,500 figure shown here is the amount that will be spent on materials (books, magazines, DVD's, music CD's and audio books on compact disc). This is a decrease of \$1,500 as compared to 2015.

55110-820 – Equipment: The Library Board placed \$0 in this line item.

55110-830 – Automation/County: The \$2,000 figure shown is the amount that will be used to replace and/or upgrade computers.

Revenues Discussion

For 2015, the Library Board is requesting a levy of \$142,090 a 1.83% increase as compared to past levies. This increase will help they library through the year as we have many challenges in the coming year.

The requested increase is \$2,994.53

The payment from Washington County for capital off-set was reduced in 2012. The formula was revised to reflect the increase in square footage at the new Hartford Public Library. The 2015 payment remains the same as 2013, \$12,469. These funds are not intended to reduce the current or future municipal tax support; however, these funds may be retrained in a non-lapsing account to offset future capital needs. Capital needs include buildings, fixtures and equipment with a useful life of five or more years. Notwithstanding the useful life provision, computer hardware and software may be funded by any remaining capital cost offset funds. All expenditures from capital cost offset funds require a 50% municipal match.

As part of ACT 420, the library submitted a bill prior to July 1, 2014 to Dodge County for library service provided to non-residents in 2013. The County is only responsible for paying 70% of the cost to provide those services. Therefore, Slinger will receive a payment in the amount of \$849.95.

Interest income for 2016 increased to \$800.

The Library Board is planning to transfer \$30,000 from reserves. Going forward, it is anticipated that revenue from Washington County will continue to remain at the current level based on library usage, thus increasing the amount of reimbursement the Library shall receive. This money is appropriated to fund daily operations and provide services to the public and ought to be used in this manner.

**2016 PROPOSED BUDGET
LIBRARY - FUND 23**

	2014 ACTUAL 12/31/2014	2015 ACTUAL 7/31/2015	2015 PROJECTED YEAR-END	2015 AMENDED BUDGET	2016 PROPOSED BUDGET	%CHANGE BUDGET
230-41110-000-000 REAL & PERSONAL PROPERTY TAX	135,395.28	139,533.00	139,533.00	139,533.00	142,090.00	1.83%
230-43721-000-000 COUNTY LIBRARY PAYMENTS	171,423.82	84,193.83	160,541.55	159,000.00	152,000.00	-4.40%
230-43723-000-000 COUNTY CAP. OFFSET COST	12,469.00	12,469.00	12,469.00	12,469.00	12,469.00	0.00%
230-43725-000-000 NON RESIDENT REIMBURSEMENTS	1,064.00	1,092.00	1,872.00	1,064.00	849.95	-20.12%
230-43726-000-000 CONTRACTED SERVICE PAYMENTS	-	-	-	4,414.70	3,717.52	-15.79%
230-45120-000-000 FINES & AWARDS	9,577.36	6,587.40	11,292.69	10,000.00	10,000.00	0.00%
230-48120-000-000 LIBRARY INTEREST INCOME	877.03	482.28	826.77	250.00	800.00	220.00%
230-48121-000-000 SPECIAL FUND INTEREST	25.62	-	-	-	-	n/a
230-48500-000-000 DONATIONS	11,330.66	-	-	-	-	n/a
230-49230-000-000 TRANSFER FROM RESERVES	-	-	-	20,000.00	30,000.00	50.00%
TOTAL REVENUES	342,162.77	244,357.51	326,535.00	346,730.70	351,926.47	1.50%

**2016 PROPOSED BUDGET
LIBRARY - FUND 23**

	2014 ACTUAL 12/31/2014	2015 ACTUAL 7/31/2015	2015 PROJECTED YEAR-END	2015 AMENDED BUDGET	2016 PROPOSED BUDGET	%CHANGE BUDGET
230-50001-000-000 PAYROLL CONTINGENCY	-	-	-	-	5,000.00	n/a
230-55110-101-000 LIBRARY DEPT HEAD SALARY	49,536.00	16,787.47	40,000.00	49,939.00	45,000.00	-9.89%
230-55110-102-000 LIBRARY P/T WAGES (W/BEN)	71,817.02	53,058.40	90,957.26	79,880.72	79,881.00	0.00%
230-55110-104-000 LIBRARY PART TME WAGES	28,513.37	18,907.11	32,412.19	38,433.60	38,434.00	0.00%
230-55110-130-000 LIBRARY S/ SECURITY TAX	5,103.95	6,455.53	11,066.62	12,784.68	12,785.00	0.00%
230-55110-132-000 LIBRARY RETIREMENT	9,383.96	5,074.55	8,699.23	8,474.16	7,912.00	-6.63%
230-55110-133-000 LIBRARY BENEFITS	44,092.80	18,041.90	30,928.97	46,000.00	49,220.00	7.00%
230-55110-300-000 LIBRARY SUPPLIES & EXP	6,770.54	797.02	2,500.00	2,500.00	2,500.00	0.00%
230-55110-310-000 LIBRARY CENTRAL SERVICES	21,072.00	10,672.00	21,345.00	21,345.00	21,345.00	0.00%
230-55110-320-000 LIBRARY PROGRAMS	-	2,060.24	3,531.84	4,000.00	3,500.00	-12.50%
230-55110-325-000 LIBRARY MARKETING	-	-	1,000.00	4,000.00	3,000.00	-25.00%
230-55110-330-000 LIBRARY TRAINING	919.22	77.96	900.00	1,000.00	1,000.00	0.00%
230-55110-350-000 LIBRARY REPAIR & MAINT	8,152.17	1,168.34	2,002.87	4,000.00	3,000.00	-25.00%
230-55110-530-000 LIBRARY CENTRAL SVC- BLDG	35,648.00	18,058.00	36,115.00	36,115.00	36,115.00	0.00%
230-55110-726-000 CONTRACTED SERVICE PAYMENTS	-	600.00	1,028.57	7,629.40	10,235.00	34.15%
230-55110-800-000 LIBRARY CAPITAL OUTLAY/BOOKS	25,578.79	55,197.95	63,798.55	65,000.00	18,500.00	-71.54%
230-55110-820-000 LIBRARY EQUIPMENT	5,816.70	-	-	-	-	n/a
230-55110-830-000 LIBRARY AUTO/COUNTY	1,954.03	-	-	2,000.00	2,000.00	0.00%
230-55110-840-000 COUNTY CAPITAL OFFSET TRANSFER	-	-	12,469.00	12,469.00	12,469.00	0.00%
230-55110-832-000 LIBRARY OUTLAY DONATIONS	-	-	-	-	-	n/a
TOTAL EXPENDITURES	314,358.55	206,956.47	358,755.10	395,570.56	351,896.00	-11.04%
Excess Revenues over Expenditures	27,804.22	37,401.04	(32,220.10)	(48,839.86)	30.47	